

King Edwin Primary & Nursery School



Policy for Link Governors

This policy was reviewed in March 2018 by
Phil Jones (Chair of Governors)
Dick Empson (Governor)
The policy was approved by the SD Committee on 26 April 2018
This policy is reviewed annually
Date of next review: Autumn Term 2021

It is a requirement of membership of the Governing Body that governors are willing to take on at least one of the link governor roles.

For link governors to have an effective role in the governance of any school then their work has to have a clear focus and be clearly understandable within the context of the governing body’s role and activity within the school.

Link Governor Posts:

- | | |
|--------------------------------------|-----------------------------|
| - Foundation (EYFS) | Joanna Crook |
| - Literacy/Phonics | Kate Alleyne |
| - Numeracy | |
| - Science | |
| - ICT & Technology | |
| - SEND | Phil Jones |
| - Budget & Finance | Kay Meats |
| - Analyse School Performance/Data | Geraldine Smith/Bev Cary |
| - Health and Safety | Phil Jones |
| - Child Protection & Safeguarding | Dick Empson/Kate Alleyne |
| - Performance Management | Dick Empson/Geraldine Smith |
| - School Policy reviews | Dick Empson |
| - Governor Training | Emma Lees |
| - General Data Protection Regulation | Amy Farmer |

How will Link Governors know what to do?

It is not expected that these link roles will take up a great deal of time, as this would be unworkable for governors.

As governors we do not need to know the ins and outs of daily school life but do need sufficient knowledge to be able to challenge. Link governors will report on their activity to the relevant committee and should be able to advise on any issues arising within the link area.

Link Area	Focus
Foundation (EYFS) Literacy Numeracy ICT & Technology Science SEND) Senior Staff will provide annual reports to the governors including future planning within their area of responsibility. These reports provide the focus for link governors who would monitor the implementation of future plans and update the SDC.
Budget & Finance	The link governor should be actively involved in the budget process and be able to inform the governors on the reasoning behind budget proposals and monitor spending.
ASP/Data	The link governor will monitor pupil progress as evidenced through data. Analyse School Performance; data from the school's own assessment procedures and the effective use of the Pupil Premium are included in this governor's remit.
Health & Safety	Monitoring the application of the school's Health & Safety Policy and undertaking regular Health & Safety inspections of the school's premises and grounds.
Child Protection & Safeguarding	The named governor responsible for the oversight of the effective implementation of the school's Child Protection & Safeguarding Policy, Drug Education Policy, Sex & Relationship Education Policy and the Medicines Policy.
Performance Management	Responsible for setting annual performance targets for the headteacher and assessing the headteacher's performance against these targets.
School Policy Reviews	Oversight of the regular reviews of school policies and liaison with relevant staff to ensure that policies are up-to-date.
Governor Training	Maintain records of self-evaluation undertaken by governors and of training undertaken by governors. Encourage governors to develop their knowledge and skills through relevant training.
GDPR	Oversight of the school systems for data protection to ensure that they are compliant with the regulations.

Reports on Progress & Plans for the Future

Holders of promoted posts will prepare a brief report on their work during the year for consideration by the Strategic Development Committee. Literacy and Numeracy will report to the Spring Term meeting; Science and EYFS to the Summer Term meeting; ICT and SEND to the Autumn Term meeting. The reports should be circulated to Governors prior to the meetings each term. The report from each post holder (no more than one side of A4) should contain a maximum of 12 separate statements, up to 4 under each of the following headings:

- Significant changes during the year
- Current issues
- Plans for the coming year

Link Governors for these six areas should visit the school following the presentation of the report to discuss the issues raised and how they are being addressed. The Link Governor and the teacher concerned should meet at least once each term and may agree to further contact through meetings or by other means but that would be their choice. Link Governors should provide written reports of their activity to SDC meetings - the report need not be long or detailed.

Governor Visits

Aims

- Improve governors' knowledge of the ethos of the school and their awareness of the work within the curriculum
- Assist the whole governing body to fulfil its statutory role with regard to monitoring and evaluation
- Improve governor understanding of the needs of the school and the priorities for the school development plan
- Monitor and evaluate the current school improvement plan especially in relation to curricular issues
- Improve governor links with staff, pupils and parents
- Help governors to be better able to support the school community
- Report the needs for resources

Range of visits

- We expect that all governors will visit at least once a year during the working day
- All new governors are offered an introductory visit soon after their appointment as part of their induction programme
- Governors are welcome to visit the school informally (but with prior notice if the visit happens during the school day)
- Specific invitations are sent for some occasions
- Visits to talk with the head or curriculum coordinator can also be made by appointment
- Governors receive copies of parents' newsletters which contain notice of events and they are most welcome to attend any of these
- Most often, governors will make monitoring visits as part of their monitoring and evaluation role

Format for visits

- Discuss with staff and agree the aim of the visit and arrangements for it in advance
- Report to Reception on arrival and obtain a visitor's badge
- Governors should at all times be aware of the confidentiality of what they see or hear
- In the unlikely event of governors observing something which gives them serious cause for concern, they should take the matter up as soon as possible with the headteacher

Reporting back

- Governors should provide a record of their visit to the SDC using the attached form (Appendix B) – copies to the Chair of Governors and the Headteacher
- The committee may, after due consideration, decide that further information or action is required on specific aspects of the school's activity

What governor visits are not about

- Making judgements about quality of teaching and operational management
- Checking the progress of own children
- Pursuing personal agendas
- Monopolising teachers' time
- Arriving with inflexible preconceived ideas
- Interrupting, giving ideas or suggestions during teaching time

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LINK GOVERNOR VISIT RECORD

Name of Governor:

Link:

Date:

Purpose of visit

Observations and comments

Any key issues arising for the governing body